

State Coastal Conservancy

JOB ANNOUNCEMENT

ACCOUNTING OFFICER

(SUPERVISOR)

SALARY: \$3841 – \$4670

SCC

1330 Broadway, Suite. 1300
Oakland, CA 94612

The State Coastal Conservancy, located in Downtown Oakland above the 12th Street Bart station is recruiting for a **Accounting Officer (Supervisor)**. This permanent **full-time** position is a good opportunity for a self-motivated, organized individual.

The Accounting Officer performs a variety of specialized accounting work in the establishment and maintenance of accounts and records. Good attendance, punctuality, dependability, flexibility and ability to work well and closely with others are essential.

DESIRABLE QUALIFICATIONS:

- Knowledge of CALSTARS – maintaining and updating tables, training and assisting other staff on Calstars procedures
- Review monthly SCO/Calstars reconciliation
- Bank, labor reconciliation
- Encumber expenditures
- Prepare Plan Financial Adjustment transaction request to SCO
- Planning and closing accounting records monthly according to deadlines
- SCO coordinator
- Year-end processing
- Knowledge and Experience with PC (Microsoft Word, Excel)
- Other duties as assigned

ELIGIBILITY:

Current state employees, lateral transfers, eligibles on a current list for Accounting Officer Supervisor are encouraged to apply.

FINAL FILE DATE:

State Applications (STD 678) will be accepted until the position is filled. Interviews anticipated as applications are screened. Position available immediately.

CONTACT: MAIL APPLICATION/RESUME TO:

State Coastal Conservancy
Personnel Officer – Cindy Martin
1330 Broadway, Suite 1100
Oakland, CA 94612-2530

Questions regarding the position may be directed to Hong Truong, Accounting Administrator I at (510) 286-4015 or email htruong@scc.ca.gov or cmartin@scc.ca.gov.